

Child and Adult Care Food Program

Happy New Year!!! Welcome to the January edition of the Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) Monthly E-Newsletter. We hope you have enjoyed our monthly installments of CACFP related guidance and news compiled for your convenience. If you need additional information between updates, please visit the **MDE CACFP website** (www.michigan.gov/cacfp) or call the CACFP office at 517-373-7391. Time-sensitive information may be sent out immediately as necessary.

Holiday Hours

CACFP will be closed on December 31, 2015, and January 1, 2016, for New Year's Day and January 18, 2016, in observance of Martin Luther King Jr.'s Birthday.

What's New?

- As previously announced, Kim Bilyk will retire at the end of 2015 and Tom Priest was announced as her replacement. However, Tom has been re-assigned as the Supervisor in the Food Distribution Unit.

It is our pleasure to announce that Lynn Cavett has accepted the position of Child and Adult Care Food Program Supervisor effective January 4, 2016. For the past 13 years, Lynn has been the multi-site Administrator of the Mary Crapo, Gaines and Swartz Creek Child Development Center/Community Education for Swartz Creek Community Schools. She supervised 50 employees. A few of the programs she supervised include Head Start, Great Start Readiness Program, Successful Kids=Involved Parents, Parents as Teachers, and summer programs. Previous to her current position, she established and implemented Flint's largest urban youth program. Lynn is a graduate of the University of Michigan with a Masters in Early Childhood Education/Administration. Lynn lives in Swartz Creek with her husband and four daughters.

- The Michigan Department of Education (MDE) has launched the Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS). GEMS/MARS improves the monitoring process by using a web-based, paperless process. GEMS/MARS features include:
 - Allowing sub-recipients to interact with MDE from the beginning to the end of the monitoring review life cycle (whether a desk or on-site review is conducted).
 - Providing a secure, web-based system requiring no additional software.
 - Allowing MDE to inform sub-recipients of the required documentation, including the ability to upload those required items for MDE review.
 - Facilitating communication between sub-recipients and MDE as findings are reported and compliance plans are developed and approved.
 - Providing frequently asked questions (FAQs) and best practices information.

Institutions will be contacted in the near future in the event their agency is selected to be monitored via GEMS/MARS. At that time, user access and training documents will be provided.

New Operational Memorandums

Listed below are the recent operational memos issued by MDE CACFP and a brief summary of each one. The complete list of operational memorandums can be accessed at the **MDE CACFP website** (www.michigan.gov/cacfp) under Operational Memorandums.

- **Revised Equal Opportunity Public Notification Policy and USDA Nondiscrimination Statement**

(Institutions Memo #2 and FDCH Memo #2)

This memo provides the revised 2015 Nondiscrimination Statement language for use in all United States Department of Agriculture (USDA) Food Nutrition Services

(FNS) nutrition assistance programs. In addition, there is a timetable indicating when all documents, pamphlets, websites, etc., must be updated.

- Procuring Local Meat, Poultry, Game and Eggs for Child Nutrition Programs (CNP)
(Institutions Memo #3 and FDCH Memo #3)

This memo clarifies the regulatory requirements related to food safety and answers specific questions related to these products. A series of questions and answers are included as an attachment.

- Transition to 2 CFR Part 200 (Super-Circular)
(Institutions Memo #4 and FDCH Memo #4)

This memo provides questions and answer on the transition to and implementation of 2CFR Part 200, also referred to as the Super Circular.

- Procurement Standards and Resource Management Requirements Related to Franchise Agreements

(Institutions Memo #5 and FDCH Memo #5)

This memo clarifies franchise agreements.

- Local Agency Procurement Reviews

(Institutions Memo #6)

This memo provides guidance on MDE oversight of program operator procurement procedures while FNS is currently developing a local agency procurement review tool to aid state agencies.

- Competitive Procurement
(Institutions Memo #7 and FDCH #6)

This memo provides guidance on competitive procurement standards for program operators.

CACFP Trainings - FY 2016

There is a recordkeeping training class scheduled for January 13, 2016. The class will be offered at Michigan Works in Lansing, Michigan. Registration is required as seating is limited. Individuals registering for CACFP workshops/ trainings must create an account on the Eventbrite website. The registration process is posted on the **CACFP website** (www.michigan.gov/cacfp) under Training. Please save your Eventbrite account information as CACFP staff do not have access to that information. Additional workshops/trainings for centers offered this year will be available shortly.

CACFP workshops/training for centers are offered free of charge and are designed for new staff as well as staff desiring a program refresher or training on a specific topic area. They are offered at various sites around the state. Personnel responsible for ensuring program compliance may attend training to comply with corrective action from an administrative review. Certificates will be available upon completion of the training and can be used toward annual training required by the Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Licensing Division.

Can't get out of the office for training? On-line trainings are available on the CACFP website **CACFP website** (www.michigan.gov/cacfp) under Training.

Common Findings during Administrative Reviews

Each month MDE CACFP will list common findings identified by our monitoring staff during administrative reviews and site visits. Information on common findings is provided to inform and provide assistance to centers and sponsors to ensure common errors are corrected to insure program compliance. Knowledge of CACFP regulations and requirements help to ensure your institution will be in compliance and receive full reimbursement for the healthy meals and snacks you provide.

Common Finding:

Point of Service (POS) Meal Attendance

Child Care Centers

Child care centers are required to record meal attendance at POS during the meal. POS meal attendance is defined as the point of the meal service when the child has received their meal but the meal service is not yet complete. If meal attendance is recorded outside of the meal time, meals will be disallowed. Meals may be disallowed if meal attendance is:

- Recorded prior to the child being at the table with the complete meal in front of him or her.
- Recorded after the child has left the table.
- Recorded based on staff memory or usual attendance patterns of the child.
- Recorded anytime other than during the meal service.
- Created after the meal service using daily attendance to reconstruct meal attendance.

Child Care Home Providers

Child care home providers are required to record meal attendance and the menu of each meal/snack served no later than midnight the same day it was served in order to be allowable. *Exception:* Child care home providers who care for more than 12 children in a single day or providers who are found to be seriously deficient due to compliance issues must record meal attendance and menus at the time the meal/snack is served (POS meal attendance) in order to be reimbursed. It is best practice for all child care home providers to complete POS meal attendance.

Best Practices

The following best practices can assist you in completing POS meal attendance:

- Ensure all staff have been properly trained on POS meal attendance.
- Keep the meal attendance form easily accessible to staff.
- Look at the child to ensure he/she is present and mark an X on meal attendance accordingly.
- Compare your meal attendance totals during meal service with the number of children eating.
- Have someone else double check your meal attendance total for accuracy.
- Record in ink, never pencil.

Family Day Care Home Sponsors

National CACFP Sponsors Association (NCA) 30th Annual National Conference is presented by the **National CACFP Sponsors Association** (<http://www.cacfp.org>) in cooperation with the USDA the National Professionals Association. Join over 1,000 members of the child nutrition community for training, networking, and learning opportunities on April 21-23, 2016, in Orlando, Florida.

The NCA will award five (5) **scholarships**

(<https://www.surveymonkey.com/r/2016NCAScholarship>) for sponsor members of the association to attend the National CACFP Conference which includes conference registration, four (4) nights lodging at the conference hotel, and up to \$300.00 toward transportation costs. Priority will be given to NCA members that have not been able to attend in the past. Deadline to apply is Thursday, January 14, 2016.

Spotlight on Child Nutrition Programs

Each month, MDE CACFP will spotlight other Child Nutrition Programs in order to provide additional resources to help promote healthy eating and physical activity. This month's spotlight is on the Special Supplemental Program for Women, Infants and Children (WIC). WIC provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-

breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk.

CACFP federal regulations 7 CFR 226.6(r) require that MDE CACFP provide information on the importance and benefits of the WIC program and WIC income eligibility guidelines to participating institutions to post or distribute to enrolled participants. For more information on WIC and to locate a local WIC agency, call 1-800-26-BIRTH or access on-line information at **Michigan WIC** (www.michigan.gov/wic).

Farm to School/Preschool

MSU Center for Regional Food System recently released an **Annotated Bibliography of Farm to Institution Research in Michigan**

(http://foodsystems.msu.edu/resources/an_annotated_bibliography_of_farm_to_institution_research_in_michigan). This resource serves to provide a comprehensive overview of research to date on Farm to Institution in Michigan, which they hope will help to spur research in new areas and promote a greater understanding of the opportunities that exist in expanding this work.

Other Farm to School/Preschool News

USDA made an announcement of the **USDA Farm to School Grantees**

(<http://www.usda.gov/wps/portal/usda/usdahome?contentid=2015/11/0315.xml&contentonly=true>). You can see all the programs and their activities on this **list**

(http://www.fns.usda.gov/sites/default/files/f2s/FY_2016_Grant_Award_Summaries.pdf).

Reading through the list may spark some ideas for your own programming. Spoiler alert: Michigan received TWO grants! Congratulations to Elton-Pigeon Bay Port Laker School District and Muskegon Public Schools for their planning grant awards!

News

- **Locally grown food coming to one school**

(http://www.michigansthumb.com/news/local/article_458bb878-8eba-11e5-a0f4-27bf1b07ab3f.html). Elkton-Pigeon-Bay Port Laker school district received a USDA farm to school grant to expand access to new markets for locally grown and organic food

- **Working with Michigan's agriculture seasonality for Farm to School programs** (http://msue.anr.msu.edu/news/working_with_michigans_agriculture_seasonality_for_farm_to_school_programs) - Michigan State University Extension. Learn how you can source local foods for your program during the summer.

Resources:

- **Centers for Disease Control and Prevention Parents for Healthy Schools** (<http://www.cdc.gov/healthyschools/parentengagement/parentsforhealthyschools.htm>) offers resources to help schools, school groups, parent-teacher organizations, and school wellness committees to help parents engage to create a healthy school environment for their kids.

Opportunity:

- **Farms, Food, & Health Conference** (<http://www.groundworkcenter.org/events/farms-food-health/farms-food-health.html>) will be held Friday, January 29, 2016, in Traverse City, Michigan. Learn, connect, and act. Hear about innovative models, tools, and resources for promoting health through local agriculture.

CACFP Monthly Nutrition Bite

Recipe of the Month

This season's Cultivate Michigan featured food is winter squash. Michigan produces many different varieties of winter squash and buying winter squash from your local farmer can be a great way to start using local food in your early childhood program. If stored

properly, winter squash can last through much of the winter and is high in many nutrients. Learn more about winter squash production in Michigan and ways to use it in your early childhood program at **Cultivate Michigan** (<http://www.cultivatemichigan.org/featured-foods/foods/winter-squash>).

This recipe works great with any winter squash: butternut, acorn, delicate, and even pumpkin. It's both nutritious and sweet, making it a favorite of many young eaters!

Cinnamon Roasted Butternut Squash Yield: approx. 10 c.

Ingredients:

3 lbs.	Peeled and seeded winter squash, cut into 1-inch cubes
1 ½ oz.	Olive oil
2 Tbsp.	Packed brown sugar
¾ tsp.	Ground cinnamon
¾ tsp.	Kosher salt
½ tsp.	Black pepper, freshly ground

Directions:

1. Preheat oven to 425° F. Line baking sheet with parchment.
2. In small bowl, whisk together sugar and seasonings.
3. In large bowl, toss squash in olive oil until evenly coated. Sprinkle on sugar mixture and toss until evenly coated.
4. Transfer to sheet pan, spread in single layer. Roast, rotating pan and stirring occasionally until edges of squash are brown and squash is fork-tender. Remove from heat. Serve.

Recipe courtesy of Dan Gorman, Food Service Director for Whitehall District and Montague Area Public Schools.

What's Shaking Over Your Veggies?

Did you know the **top dietary sources of sodium for children**

(http://www.fns.usda.gov/sites/default/files/salt_sodium.pdf) are pizza, bread, cheese, lunch meat and chips? In the United States, 90% of children consume too much sodium. Most sodium comes from processed, ready to eat foods from boxes, cans and packages - similar to the foods listed previously. Over time, eating a diet high in sodium may contribute to high blood pressure. Serving children foods lower in added salt now can help prevent heart disease later in life.

What can you do to reduce the sodium and added salt in the foods you serve? One key strategy is to serve raw or cooked fresh or frozen vegetables prepared without added sodium or salt. The proposed new meal pattern for CACFP encourages serving more fruits and vegetables with meals and snacks. Many fruits and vegetables are low in sodium in their natural, unprocessed state and many are high in the mineral potassium. Unlike sodium, potassium helps lower blood pressure. It also contributes to bone strength and helps reduce the risk for kidney stones. Winter squash, sweet potatoes, potatoes, broccoli, cantaloupe, lentils, chickpeas and white beans are potassium-rich vegetables you can include in your menus. **Potassium rich fruits** (<http://www.fruitsandveggiesmorematters.org/potassium-in-fruits-and-vegetables>) include apricots, bananas, sweet cherries, and kiwi.

Having canned and packaged foods on hand is a good cost saving strategy, especially when fruits and vegetables are out of season, but many are high in added salt/sodium. When you are shopping, look for low or no sodium varieties of canned staples such as beans, green beans, tomatoes and soups. Stock up on low or no salt added varieties when they are on sale. Look for "low sodium" or "no salt added" varieties of packaged foods, such as crackers and pasta, as they are a good way to lower sodium. Choose nuts,

seeds and nut butters with low or no added salt as well. Start including these low or no sodium options into your menus to expose children to less salty options of what you already serve.

Limit highly processed breaded meat, poultry or fish to once a week or less. Frozen pizza, chicken nuggets, hot dogs and lunch meats are high in sodium. Fresh meat, poultry and fish are lower in sodium. Preparing your own pizza, chicken nuggets and other child favorites also gives you greater control over sneaky sources of sodium. Explore the **USDA Recipes resource** (<http://healthymeals.nal.usda.gov/recipes>) for child friendly recipes.

Lastly, pay attention to condiments. Condiments help increase acceptability of new foods for many children. Look for low sodium soy sauce, catsup and salad dressings. Use herbs and no-salt spice mixes to season vegetables and other dishes. Using fresh, or dried herbs, spices, lemon or orange zest and 100% fruit juice can brighten flavors in foods without adding salt. Prepare the children's favorite vegetables or entrée using fresh or dried herbs, a no salt spice mix or lemon zest.

Remember, it takes time to for children (and adults!) to get used to new foods and flavors. Small changes over time can lead to big changes in long term health. Cut back on salt little by little using the strategies above. For additional information, the USDA has the following menu planning resources:

- **"What's Shaking? Creative Ways to Boost Flavor with Less Sodium"** (<http://healthymeals.nal.usda.gov/whatsshaking>)
- **"Build a Healthy Plate with Less Salt and Sodium"** (http://www.fns.usda.gov/sites/default/files/salt_sodium.pdf)
- **Nutrition and Wellness Tips for Young Children Provider Handbook for the Child and Adult Care Food Program** (<http://www.fns.usda.gov/tn/nutrition-and-wellness-tips-young-children-provider-handbook-child-and-adult-care-food-program>).

Job Opportunity

The Michigan Department of Licensing and Regulatory Affairs has 20 new consultant positions available:

1306908 Child Day Care Consultant Application

(<https://www.governmentjobs.com/careers/michigan/jobs/1306908/child-day-care-consultant>)

1306853 Child Day Care Consultant Application

(<https://www.governmentjobs.com/careers/michigan/jobs/1306853/child-day-care-consultant>)

1306942 Child Day Care Consultant Application

(<https://www.governmentjobs.com/careers/michigan/jobs/1306942/child-day-care-consultant>)

How to Find Your Michigan Electronic Grants Systems Plus (MEGS+) Application

Follow **these instructions** to use the Quick Search feature on MEGS+ (http://www.michigan.gov/documents/mde/How_to_search_for_Megs+_applications_for_newsletter__508185_7.docx).